

# IDNR Coastal Management Program

# Grant Implementation

# Booklet



## Projects with start dates of October 2015 or later

Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion, or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, IL 62702-1271; [217/785-0067](tel:2177850067), TTY [217/782-9175](tel:2177829175).



# Illinois Coastal Grants

## Implementation Booklet

Congratulations on your selection as a recipient of an Illinois Department of Natural Resources Coastal Management Program (CMP) Grant. This is a federal pass-thru grant funded through the National Oceanic and Atmospheric Administration's Office for Coastal Management (CFDA 11.419). We are excited about the projects that have been selected for funding. We see great potential in your project and expect that your work will have a positive impact on Illinois' Lake Michigan natural resources and citizens, not just for the duration of the grant, but also for years to come.

This booklet is intended to provide essential information from day one of your project until project completion. Please read it in its entirety and retain it as a reference. This booklet, quarterly performance report forms, quarterly reimbursement request forms, federal equipment report forms, examples, and logos are available for download on our website:

<http://www.dnr.illinois.gov/cmp/Pages/GranteeInformation.aspx>

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## Illinois Coastal Grants Contacts

**Please contact us at any time** with questions you may have about the grants program, implementing your project, reporting requirements, reimbursement or match documentation, or any other questions.

Please include your grant number in the subject line of any email correspondence regarding your grant.

### Mailing Address

Illinois Department of Natural Resources  
Coastal Management Program  
160 N. LaSalle Street, Suite S-703  
Chicago, IL 60601  
Attn: Coastal Grants Program

Main Office Number: 312-814-1405

Email Address for Performance Reports and Reimbursement Paperwork: [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov)

### Illinois Coastal Grants Program Primary Contact

Lisa Cotner  
Natural Resources Specialist, IDNR, Illinois Coastal Management Program  
Phone: 312-814-6414  
[Lisa.Cotner@illinois.gov](mailto:Lisa.Cotner@illinois.gov)

### Additional Contacts

Luz Payan  
Executive Secretary, IDNR, Illinois Coastal Management Program  
Phone: 312-814-1405  
[Luz.Payan@illinois.gov](mailto:Luz.Payan@illinois.gov)

Diane Tecic  
Program Director, IDNR, Illinois Coastal Management Program  
Phone: 312-814-0665  
[Diane.Tecic@illinois.gov](mailto:Diane.Tecic@illinois.gov)

Judy Bauer  
Grants Administrator, IDNR, Springfield, IL  
Phone: 217-785-9082  
[Judy.K.Bauer@illinois.gov](mailto:Judy.K.Bauer@illinois.gov)

### Grantee Information Website

<http://www.dnr.illinois.gov/cmp/Pages/GranteeInformation.aspx>

## Funding Source Acknowledgement

We ask that you acknowledge our support in the following ways:

### Publicity Materials

Whenever possible, please use NOAA and IDNR logos on press releases, invitations, guides, banners, event advertising materials, and other printed and online materials.

In cases where only line accreditation is possible, please use the words “Supported by NOAA and the IDNR Coastal Management Program.”

### Final Publications and Documents

NOAA and IDNR require grantees to acknowledge the funding source on all final publications and documents that are generated through this grant. Please use the following logos in the following order:

NOAA Logo/ IL DNR Logo/ Coastal Management Program Logo

Example:



Please note that the Coastal Management Program logo has changed as of March 2016. We ask that you arrange the logos so that the kayaker is paddling onto the page or sign. Visit the grantee information website or contact the CMP staff for high resolution logos.

### Disclaimer Requirement for Reports and Videos

NOAA requires that grantees include the following disclaimer in all final reports and/or videos generated through this grant.

*This [report/video/etc.] was prepared by [Grantee name] using Federal Funds under award number [Award number is not your grant number and depends upon the grant cycle you were funded under. Please contact CMP for Award Number] from NOAA's Office for Coastal Management, U.S. Department of Commerce. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of NOAA's Office of Coastal Management or the U.S. Department of Commerce.*

### Requirements for Signs

For all habitat restoration projects and for those educational projects that include permanent signs, grantees must identify the project and acknowledge this grant on at least one sign located near or at the entrance to the project site. This acknowledgement can be presented either as standalone sign or can be included as part of a broader sign design. Logos must be included on the sign; please follow the logo guidance above. The sign must state the following:

*This Project is funded in part under the Coastal Zone Management Act, by NOAA's Office for Coastal Management, in conjunction with the Illinois Department of Natural Resources' Coastal Management Program.*

## **Comprehensive Environmental Review Process (CERP) Conditions**

Sustainable Coastal Planning Grants and Habitat Restoration Grants were reviewed and approved by the Illinois Department of Natural Resources CERP manager and the Illinois Historic Preservation Agency (IHPA) prior to the issuance of grant agreements. Environmental Education and Outreach grants were not required to go through this review. The goal of this review was to ensure that your project will not have negative impacts on environmental or cultural resources. In some cases, there is a condition attached to approval. Typically, this is a requirement that the final planning document will be reviewed and approved by IDNR and IHPA. CMP will help you to meet this condition by forwarding your final plan to the appropriate offices. We will CC: the contact person for your grant.

For planning projects, CMP recommends utilizing IDNR and IHPA online resources as you narrow down the scope and location of on-the-ground projects recommended by your plan to avoid adverse impacts to ecological or cultural resources. If your final plan is not approved, projects within the plan that are judged to have adverse effects on environmental or cultural resources will be ineligible for future CMP project implementation funding.

## **Site Visits**

We would like to take the opportunity to see your project firsthand by arranging at least one in-person visit to see your project in action. Due to the nature of many of the funded projects, we'd love to time our visit with a highlight such as a public meeting, symposium, classroom presentation, field trip, training, workday, etc. As you begin your project, start thinking about when you'd like us to come out, and we will be in touch to plan our visit.

## **GIS Data**

The NOAA Environmental Data Sharing Policy applies to all grantees that are collecting and/or creating geospatial data (e.g. data such as imagery, lidar, bathymetry, etc.). The data must be accompanied with documentation, metadata and, if needed, tools to read the data that allow a user to interpret the data properly. The data must be visible, accessible, and independently understandable to general users at no or low cost and available in a timely manner, except where limited by law, regulation, policy, or by security requirements. Recipients are responsible for meeting or exceeding relevant data standards including FGDC-compliant metadata.

We do not anticipate that any current grants fall under this requirement, however if your grant-funded project includes collection of aerial imagery, lidar, bathymetry data or other geospatial data that may trigger this requirement, please contact CMP as soon as possible for additional information

## **Habitat Restoration**

Acres treated must be reported quarterly for all habitat restoration projects. A .kmz or shapefile of areas treated must be submitted with your final report.

Habitat projects that involve ground disturbance have an expected project life of 20 years, which means the project must be maintained for 20 years. See grant agreement, Attachment B, for more information.

## Project Costs

All costs must be allowable, meaning they are included in your approved budget, are necessary for completion of the project, can be accurately allocated to the project, are incurred during the grant period, and are in compliance with all state and federal rules including federal cost principles. Cost Principles can be found at 2 CFR 200 in Subpart E (<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#sp2.1.200.e>).

We are available to answer any questions on allowable costs.

## Food

- Food and beverages are not allowable grant expenses due to federal grant restrictions. Please note that this is a change from previous years and will be strictly enforced.
- Meal costs or per diem incurred while in travel status are only allowable if they are in compliance with your organization's written travel policy and are included in your approved project budget. We may ask for a copy of your travel policy and other documentation of travel.

## Subcontracts

- Subcontracts and subgrants must be disclosed to IDNR on the subrecipient disclosure form provided with the grant agreement. This form is also available for download from our grantee information website.
- IDNR retains the right to approve the subcontracts involving funds from this grant program. Further budget details for subcontracts may be required.
- Federal regulations require an open selection process for all hiring of consultants and contractors connected with a federally-funded grant.
- In compliance with federal requirements, grantees must either advertise the contract or distribute a request for proposals to a reasonable number of qualified individuals or firms and must receive back at least 3 written bids. If the item or service required is only available from a sole source, the grantee must write up a sole source justification. Project familiarity (i.e. the contractor helped write the grant application) is not an acceptable sole source justification.
- Grantees may be asked to provide evidence that the fee is appropriate considering the qualifications of the consultant/contractor and that no contractor with equal experience and qualifications is available for a lesser amount.
- Project partners that are eligible grant applicants such as non-profits and government agencies are exempt from the open competition requirement if they were identified in the grant application as partners, but must provide goods or services at a fair market rate.
- See 2CFR 200, sections 318 to 328 for the federal grant procurement standards. This section of the Grant Uniform Guidance is surprisingly readable. [http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#sg2.1.200\\_1316.sg3](http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#sg2.1.200_1316.sg3). We also provide a handout with procurement guidance for federal pass-through grant recipients on our grantee information website.

## Equipment

- In Illinois, equipment is defined as durable goods costing more than \$100. This value supersedes the federal definition of \$5000. Equipment funded with a federal grant is held in trust by a recipient as trustee for the beneficiaries of the project or program under which the equipment was acquired.
- Equipment must be tracked according to federal regulations through its entire useful life as long as the depreciated value equals or exceeds \$100, up to and including final disposition. For many items of equipment that may be 20+ years.

- If you will be purchasing equipment with this grant, please refer to 2CFR 200.313 ([http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#se2.1.200\\_1313](http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1#se2.1.200_1313)) for more information on the federal standards for grants.
- Equipment tracking forms can be downloaded from our grantee information website.

## Material Changes to the Project Scope or Budget

We are aware that things change and it may be necessary to modify your budget or project approach in order to meet the project goals. Grantees are also expected to let us know in a timely manner if you anticipate making changes; many changes require prior approval. Failure to receive prior approval may result in forfeiture of funds or cancellation of your grant.

### Budget Changes

- No prior approval is required if you are moving less than 20% of your overall budget, including both grant funds and match, between line items. It is requested that you let us know via email ([DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov)).
- For changes impacting greater than 20% of your overall budget, a budget amendment form is required. The procedure is as follows:
  - 1) Send an email to [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov) that explains the change and the rationale
  - 2) Fill out and sign the proposed amended budget form available on the grantee information website and send to [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov)
  - 3) IDNR will review the revised budget and approve or deny the change based upon the information provided and the expected outcomes of the grant proposal.
  - 4) IDNR will send a project modification memo to notify you of whether your amendment was approved.

### Scope Changes

We are extremely cautious about allowing material changes to project scopes for competitive grants as it is unclear how these changes would have impacted the competitive scoring of a proposal. Once you contact us, we will get back to you promptly with guidance on whether the changes will be allowable and on submitting a written request.

## Quarterly Grant Performance Reports

### Due Dates

Quarter	Due Date
January 1 - March 31-----	Due April 15
April 1 - June 30-----	Due July 15
July 1 - September 30-----	Due October 15
October 1 - December 31---	Due January 15

### Updated Form- **NEW! October 2015**

As of October 2015, we have updated our Quarterly Performance reporting form. The reporting form is a 4-page pdf document, and is available for download from the grantee information website. An example of a completed Quarterly Performance Report is available on our website.

## Performance Metrics

NOAA collects performance metrics from all coastal states and uses the data to measure the impact of Coastal Programs. Most grantees will report on only one or two metrics and some will have none to report on. If a performance metric does not apply, please enter zero (0) or NA or leave the space blank. It is your responsibility to accurately track and report the number of people receiving education or technical training as part of your grant.

## Signatures

Please ensure that the person signing the grant performance form is 1) authorized to sign and 2) has sufficient knowledge of completed work to certify the accuracy of the report. Reports that are not signed by an authorized individual will not be accepted. The updated form allows for digital signatures. Grant Performance Report Submission Instructions

1. Keep organized records of all outreach, education and training events, acres of habitat restored, and impacts on coastal communities accomplished as part of your grant.
2. Fill out and sign the Quarterly Grant Performance Report.
3. Email the completed and signed form to [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov) by the due date. The reimbursement request and quarterly performance report can be submitted together.
4. Please include your grant number and the quarter in the subject line of your email.

## Quarterly Reimbursement Requests

Signed requests for reimbursement with associated financial documentation are due on the same schedule as quarterly reports (generally January 15, April 15, July 15, and October 15). Each grant has a final reimbursement deadline (typically 31 days after grant end date). **No reimbursement requests received after the final deadline will be processed.** We do not have any flexibility on this final deadline and no extensions will be given. Reimbursement checks are issued by the State of Illinois Comptroller's office and will take approximately eight (8) to twelve (12) weeks to arrive from the time that completed reimbursement requests and supporting documentation have been received by our office.

Grantees are required to use the **Quarterly Reimbursement Request Form** provided (downloadable from our grantee information website). The forms are designed to autofill: as you complete the first quarterly report, the header information, budgeted amounts, and amounts spent autofill for the following quarters. See examples on pages 9 and 10.

Supporting documentation is required for reimbursable expenses AND match and must be submitted along with the Quarterly Reimbursement Request Form. Grantees must maintain file copies of all documentation related to the grant including documents submitted to the Department. Examples of documentation include payroll receipts; signed timesheets; detailed logs of volunteer hours including dates, length of time, activities conducted by volunteers, and pay rate for equivalent paid work; documentation of individual expenses such as paid invoices or receipts; proof of payment such as canceled checks, bank statements, electronic reference, etc. An example reimbursement request packet is available on our grantee information website.


Grantees are expected to follow their organization's bookkeeping and accounting policies as well as all relevant state and federal regulations. We **strongly** recommend that your Certified Public Accountant (CPA) review your reimbursement documents and provide a signed letter attesting to their accuracy. Although this review is not required, requests for reimbursement that are accompanied by a signed

letter from a CPA will be processed first before other submissions. The cost of this review may be used as match or included as a reimbursable expense.

### Reimbursement Request Submission Instructions

1. If no grant funding was expended during a quarter, a reimbursement request is not required, however, a quarterly Grant Performance Report is still due.
2. Organize supporting documentation in accordance with your organization's established bookkeeping and accounting procedures. We recommend creating (and providing us with) a spreadsheet that connects each item of documentation with the expense category that it falls within and tallies the expenses. Please contact us with any questions or for an example.
3. Maintain a copy of all materials for your records.
4. Fill out and sign the Quarterly Reimbursement Request Form for the quarter you are reporting. We provide example Reimbursement Request/Financial Report forms on the following pages. The form is downloadable from our grantee information website.
5. **Optional but strongly recommended:** Have your CPA review the submission and write a signed letter attesting to the accuracy of the submission to expedite processing.
6. Select either electronic, paper **or** fax submission.
7. If submitting electronically, email digital copies of **all** materials to [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov). The reimbursement request and quarterly performance report can be submitted together. Please put your grant number and quarter in the subject line. Files that are too large to email can be submitted through the State of Illinois file transfer utility <https://filet.illinois.gov/filet/PIMupload.asp>.
8. If submitting paper copies:  
**Mail to:** Illinois Department of Natural Resources  
Coastal Management Program  
160 N. LaSalle Street, Suite S-703  
Chicago, IL 60601  
Attn: Coastal Grants Program- Reimbursement
9. If submitting via fax: Fax all documents to (312) 793-5968, Attention: Luz Payan
10. The status of your reimbursement can be checked at: <https://illinoiscomptroller.gov/vendors/>

## Example: Quarterly Reimbursement Request Form – FIRST QUARTER



**ILLINOIS COASTAL GRANT PROGRAM-- Summer 2013 Grants**  
**QUARTERLY REIMBURSEMENT REQUEST FORM**  
 ILLINOIS COASTAL MANAGEMENT PROGRAM

Grant Number:  Report Date (MM/DD/YY):

Report Period (check one): Jan. to Mar. ☐ Apr. to June ☐ July - Sept. ☐ Oct to Dec ☒

Grantee:  Phone #:

Project Title:

Project Administrator:  EMAIL:

Category	Total Budget		Current Quarter		Previous Quarters		Current + Previous Quarters		Balance	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match	Grant	Match
Personnel	\$53,371.00	\$49,500.00	\$13,342.00	\$12,375.00			\$13,342.00	\$12,375.00	\$40,029.00	\$37,125.00
Fringe	\$0.00	\$20,000.00	\$0.00	\$5,000.00			\$0.00	\$5,000.00	\$0.00	\$15,000.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$14,000.00	\$0.00	\$7,536.00	\$0.00			\$7,536.00	\$0.00	\$6,464.00	\$0.00
Contractual	\$29,000.00	\$1,200.00	\$9,074.00	\$0.00			\$9,074.00	\$0.00	\$19,926.00	\$1,200.00
Other	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Indirect Rate	X	\$25,840.00	X	\$7,099.00	X		X	\$7,099.00	X	\$18,741.00
<b>Total</b>	<b>\$96,371.00</b>	<b>\$96,540.00</b>	<b>\$29,952.00</b>	<b>\$24,474.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$29,952.00</b>	<b>\$24,474.00</b>	<b>\$66,419.00</b>	<b>\$72,066.00</b>

Other Cost Explained:

Other Match Explained:

**Payment Certification:** I hereby certify that this project cost breakdown is correct, just and based upon actual payment(s) of record by the Grantee referenced above; that payment for these costs has not/will not be received from any other source other than the State of Illinois; that payment from the State of Illinois has not been received for these costs; and that completed work is in compliance with the provisions of the signed Grant Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

Signature of Project Administrator:

Printed Name:

Date Signed (month, day, year):

Title:

IDNR Project Manager's Review and Approval: To the best of my knowledge, I believe the information provided herein is accurate, complete, and in compliance with the terms and conditions of

Fill in header for the first quarter and it will autofill for subsequent quarters



Automatically Calculated- You don't have to do anything here.

Fill in from your grant application

Expenses from this quarter go here

Sign, Date, and Print

## Example: Quarterly Reimbursement Request Form – SECOND QUARTER (and subsequent quarters)

**ILLINOIS COASTAL GRANT PROGRAM-- Summer 2013 Grants**

**QUARTERLY REIMBURSEMENT REQUEST FORM**

ILLINOIS COASTAL MANAGEMENT PROGRAM

Grant Number: 13/1 Report Date (MM/DD/YY): 4/3/2014

Report Period (check one): Jan. to Mar. ☒ Apr. to June ☐ July - Sept. ☐ Oct to Dec ☐

Grantee: Local School District #123 Phone #: 312-555-5555

Project Title: Best Education Project Ever

Project Administrator: Lynn Smith EMAIL: Lynn.Smith@LocalSchool123.edu

Category	Total Budget		Current Quarter		Previous Quarters		Current + Previous Quarters		Balance	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match	Grant	Match
Personnel	\$53,371.00	\$49,500.00	\$13,342.00	\$12,375.00	\$13,342.00	\$12,375.00	\$26,684.00	\$24,750.00	\$26,687.00	\$24,750.00
Fringe	\$0.00	\$20,000.00	\$0.00	\$5,100.00	\$0.00	\$5,000.00	\$0.00	\$10,100.00	\$0.00	\$9,900.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$14,000.00	\$0.00	\$3,520.00	\$0.00	\$7,536.00	\$0.00	\$11,056.00	\$0.00	\$2,944.00	\$0.00
Contractual	\$29,000.00	\$1,200.00	\$11,659.00	\$752.00	\$9,074.00	\$0.00	\$20,733.00	\$752.00	\$8,267.00	\$448.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Rate	X	\$25,840.00	X	\$7,919.00	X	\$7,099.00	X	\$15,018.00	X	\$10,822.00
<b>Total</b>	<b>\$96,371.00</b>	<b>\$96,540.00</b>	<b>\$28,521.00</b>	<b>\$26,146.00</b>	<b>\$29,952.00</b>	<b>\$24,474.00</b>	<b>\$58,473.00</b>	<b>\$50,620.00</b>	<b>\$37,898.00</b>	<b>\$45,920.00</b>

Other Cost Explained: Will autofill from the first quarterly reimbursement request form Expenses from this quarter go here Will autofill with totals from previous quarter(s)

Other Match Explained:

**Payment Certification:** I hereby certify that this project cost breakdown is correct, just and based upon actual payment(s) of record by the Grantee referenced above; that payment for these costs has not/will not be received from any other source other than the State of Illinois; that payment from the State of Illinois has not been received for these costs; and that completed work is in compliance with the provisions of the signed Grant Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

Signature of Project Administrator:

Printed Name:

Date Signed (month, day, year):

Title:

**IDNR Project Manager's Review and Approval:** To the best of my knowledge, I believe the information provided herein is accurate, complete, and in compliance with the terms and conditions of

Header will autofill from first quarter but also can be edited if details have changed

Automatically Calculated- You don't have to do anything here.

Sign, Date, and Print

## Final Reports

### Due Date

Final reports are due no later than 31 days after your project end date.

### Early Completion

If you complete your project early, promptly submit a final report and ensure that all of your quarterly reimbursement requests have been submitted. There is no penalty in closing a grant early. However, until we have your final report, we cannot close your grant and quarterly reports are due each quarter.

### Submission instructions

Please submit the following via email to [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov) or via digital media (DVD, flash drive, etc) to our mailing address. Files that are too large to email can be submitted through the State of Illinois file transfer utility <https://filet.illinois.gov/filet/PIMupload.asp>.

1) **Quarterly Grant Performance Report** for final quarter.

2) **Federal Equipment Report**- if applicable.

3) **Final Project Summary**- A narrative report on all work completed as part of this project. This is an expansion on the short narratives included in the grant reports. A well-drafted narrative will include the following: 1. Description of the project scope and any special considerations or problems encountered and how they were overcome/what worked, 2. Results/outcome of project, 3. Title, date and brief description of any publications, reports and datasets produced through this grant and how they were disseminated, 4. Next steps/future use of project results, 5. Has this grant enabled the leveraging of any other funds or projects? If so, please describe.

4) **Photos and Project Highlights**- If possible, please include high-resolution photos, including before and after photos for restoration projects, photo release forms, quotes from participants, public officials, or public meeting attendees, and anecdotes on memorable parts of the project such as meaningful interactions between students, teachers, and nature. These materials will become the property of the Department and will be used in future RFPs, on the IDNR and/or NOAA website, and on other outreach materials. We want to recognize your hard work. We will accept various file formats for these materials (.pdf, .doc, various photo and/or video formats, etc).

5) **Final products created through this project**. Include all that are applicable: reports, planning documents, implementation recommendations and schedules, design and construction information, copies of permits, post-project maintenance plan, curricula, pamphlets, maps, etc. produced as part of the grant-funded project. Habitat projects must include a .kmz or shapefiles of areas treated.

6) The **link** to any websites created as part of this project

### Please mail the following:

- 1) At least one printed copy of materials in #4 above.

## Grant Closing Instructions

- 1) Please complete all work under the grant no later than your grant end date.
- 2) Ensure that you have submitted all required quarterly reports and your final report.
- 3) Final reimbursement requests and all reimbursement and match documentation, are due no later than 31 days after your grant end date. Earlier is better.
- 4) If not all grant funds were spent, we need an acknowledgement that you are aware that the remaining funds cannot be reimbursed in the future. You have two options; **either** send us an email that includes the amount of funding remaining and acknowledges that it won't be spent **or** fill out, sign, and email the attached Remaining Funds Acknowledgement form, available for download from our grantee information website.

## Legal Requirements: RECORD RETENTION / AUDIT REQUIREMENTS

### Record Retention

As stipulated in the General Provisions of the grant Project Agreement, the local project sponsor (grantee) must maintain, for a minimum three (3) year period following project completion, satisfactory financial accounts, documents, and records associated with the project and the disbursement of grant funds pursuant to this Agreement, and shall make them available to the Illinois DNR and/or the State of Illinois, Auditor General, and the Attorney General for auditing at reasonable times. Failure by the grantee to maintain such accounts, documents, and records as required herein shall establish a presumption in favor of the State of Illinois for recovery of any funds paid by the State per this Agreement for which adequate records are not available to support their purported disbursement.

### Audit Requirements

Local agencies receiving a cumulative total of \$500,000 or more in state assistance in a given year are required to have an agency-wide annual financial and compliance audit conducted as is generally required by 1) state law (65 ILCS 5/8-8-1 et seq. Or 55 ILCS 5/6-31001 et seq.) 2) by the grantee's own governing body, as applicable. A copy of the audit must be provided to DNR, upon request, OR if any findings (irregularities) involving the Coastal Management grant are reported in the audit. The audit must be conducted by an independent public accountant, certified and licensed by authority of the State of Illinois and conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA, 1985) Procurement of the necessary audit(s) is the responsibility of the local agency and can follow established local procurement procedures, provided those procedures promote an open and competitive environment.

### Audit Resolution

The grantee is responsible for timely action in resolving any audit findings or questioned project costs. In the event that questioned costs are ultimately deemed disallowed as determined by the Illinois DNR or its representative, the grantee shall be responsible for repayment of such costs.